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CHAPTER 9   CHECK-ISSUE REPORTING

CHAPTER 9

CHECK-ISSUE REPORTING

★0901   CHECKING ACCOUNT REPORTS

★   090101.   General. All disbursing offices are required to report their check issue data in Treasury Department Level 8 format through their respective DFAS Center. The DFAS Center will use the Defense Check Reconciliation Module (DCRM) as a management control for reporting check issue data to the Treasury Department. The reporting of detailed check issue information by file transfer through telecommunications networks to the servicing DFAS Centers is the preferred method of check issue reporting. This method shall be used whenever possible. DOs should contact their servicing DFAS Center for information on availability, method, and instructions for use of the file transfer reporting method. The DOs who cannot report by the preferred method will report their check issue in conformance with the method provided by their servicing DFAS Center.

★   090102.   Requirements. Detailed check-issue data is reported in groups of checks called "transmittals" that uniquely identify the DSSN, issue month and year, and check series. A new transmittal is required each time a break in check numbers occurs or the issue month and year changes. For DOs reporting check-issues for multiple DSSNs, a separate transmittal is required for each individual DSSN as well as for each break in check numbers or change in issue month and year within each DSSN. One submission of detailed check-issue data may consist of one or more transmittals. All DOs submitting check-issue file transfer data or using any other method to transfer the data, to their DFAS Center, shall forward the data no later than 4 workdays after close of business of the week in which the issue dates occur and no later than 2 workdays after month end. If any applicable documentation is required by the servicing DFAS Center when using any other method of transferring the data other than file transfer, that documentation should be sent with the check-issue data.

★   090103.   Transmittal Structure. Transmittals shall conform to the basic structure shown in table 9-1. Standard issue record layouts for header records, issue records, and trailer records are shown in tables 9-2, 9-3, and 9-4, respectively.

          A.   The check-issues reported shall be in consecutive ascending order within each submission.

          B.   If multiple transmittals are on a transmission, the individual transmittal trailer records shall contain the count and amount totals for only one transmittal. There is no cumulative total between transmittals.

          C.   Check serial numbers and DSSNs shall be valid in the DCRM data base.

D.   Each transmittal shall balance internally; the item count and total dollar amount computed from the check-issue detail records shall equal the totals on the transmittal-trailer records.

E.   A single transmittal may not exceed 9,999,999 individual check-issues or $99,999,999,999.99 total dollar value.

F.   Voided checks shall be reported in serial number sequence as zero amount issues. The serial numbers shall be reported in the proper sequence with those of other checks issued within the same check range.

★   090104.   <u>When Computer Facilities Are Not Available</u>. Larger disbursing offices with computer capabilities exercising control over multiple DSSNs are requested to furnish their servicing DFAS Center with consolidated check-issue file transfer transmission (multiple DSSNs and issues consolidated on the same file transfer) for the smaller activities that are unable to use the file transfer method and/or unable to format their data to Treasury Department Level 8 format reporting because they lack computer facilities. To facilitate the conversion to Level 8 report format, check-issue detail records and supporting adjustment documents (FMS Forms 5206 and OFs 1017-G) shall be forwarded by the smaller activities to the designated disbursing offices in a satisfactory time frame for those offices to meet their deadline of reporting to their servicing DFAS Center.

★   090105.   <u>Disbursing Office Responsibility for Quality Assurance of Data Submitted</u>. The disbursing office is responsible:

A.   to quality assure all Level 8 check-issue data submitted to its supporting DFAS Center for processing;

B.   when notified of a rejected transmittal within a file transferred or sent by magnetic tape, to submit a corrected transmittal(s) within 10 workdays of the notification date;

C.   when a transmittal has been rejected, to continue to submit subsequent transmittals; and,

D.   to be able to recreate the check-issue data for a period up to 180 calendar days following submission or replacement of rejected data.

★   090106.   <u>Inquiries</u>. Inquiries concerning Level 8 check-issue reports/transmittals should be directed to the DOs servicing DFAS Center.

★0902   <u>CHECK-ISSUE REPORTING VIA MAGNETIC TAPE</u>

★   090201.   <u>General</u>. Disbursing offices that have been directed by their supporting DFAS Center to use magnetic tapes vice file transfer for reporting check-issue information shall

forward the magnetic tapes and the required supporting documentation via express mail or other expeditious means to their DFAS Center. In the case of Navy or Marine Corps DSSNs, forward the tapes to the applicable DFAS operating location (OPLOC) or central disbursing office (CDO) if so directed by their servicing DFAS Center.

      090202.   <u>Tape Requirements</u>. Magnetic tapes used in Level 8 reporting shall meet the following criteria:

      A.   The magnetic tape shall be unlabeled (that is, no internal magnetic tape labels or markings).

      B.   The magnetic tape shall be a 9-track EDCDIC tape prepared with 6250 bpi density. If 6250 cannot be produced, 1600 bpi is acceptable. No 800 bpi will be accepted.

      C.   The block size is 15,600 bytes (240 records per block). If 15,600 block size cannot be produced, 7,800 bytes (120 records per block), 3,900 bytes (60 records per block), or 1,950 bytes (30 records per block) may be used.

★   D.   Each reel of magnetic tape shall be identified by having the following information externally affixed to the reel and not to the case: Treasury Check-issues - Level 8; User Reel No. (up to 6 characters), First Transmittal No. "XXXX-YYYY-ZZZZZZZZ (this number shall agree with the first header record on the check-issue tape and the first line of TFS 3510), block size 15,600 (or 7,800, etc.), BPI 6250 (or 1600), Track 9, Reel Sequence No. ___ of ___ (for example, reel 1 of 2 on multi-reel submissions).

★   E.   Each reel of magnetic tape shall have an address for returning processed tapes. The name of a contact person and the submitting organization's area code and commercial telephone number or DSN number shall also be provided. The information should be externally affixed to the reel and not to the case.

★   F.   Each reel shall also have a separate unique "LVL8" label. The label shall be large enough to accommodate all the required information.

★   G.   The Magnetic Tape Control Record (TFS 3510) shall be signed and shall accompany all Level 8 magnetic tapes.

★   H.   A self-addressed, postage-paid envelope or postcard with the DO's complete official address shall be included with all magnetic tape submissions. The envelope or postcard shall contain the DSSN, reel number, and transmittal number to identify the item received. The envelopes or postcards will be dated, signed, and returned to the DO as positive confirmation of receipt by the servicing DFAS Center, OPLOC or CDO.

0903   <u>SUPPORTING DOCUMENTS FOR MAGNETIC TAPES</u>

090301.   Magnetic Tape Control Record (TFS 35l0). Magnetic tapes shall be submitted to the servicing DFAS Center (OPLOC or CDO if applicable) supported by a properly completed and signed TFS 3510. Multiple DSSNs may be reported on one tape; however, the TFS 3510 shall be identified uniquely by DO symbol number, the controlling check symbol number, and the first check serial number contained in the first transmittal included on the tape. Only one DO symbol and check symbol shall be on each transmittal, and checks shall be in consecutive ascending serial number order within each transmittal. A new transmittal shall be created for each break in the DO symbol number, check symbol number, check serial number, or month and year of issue. Examples of properly completed TFS Forms 3510 for a single transmittal and for a tape containing several transmittals are shown as figures 9-1 and 9-2, respectively.

        090302.   Preparation of TFS 3510

                A.   For a Single Transmittal on One Tape. Complete the blocks of the TFS Form 3510 for a single transmittal on one tape as follows:

                        1.   TRANSMITTAL NUMBER. Enter the DSSN-DSSN-First check number of the transmittal.

                        2.   NUMBER OF CHECKS. Enter the inclusive number of checks in the transmittal.

                        3.   TOTAL ISSUE AMOUNT. Enter the total dollar amount of the checks in the transmittal.

                        4.   DISBURSING LOCATION. Enter the city or name of the base or station where the disbursing office is located.

                        5.   DO SYMBOL NUMBER. Enter the DSSN.

                        6.   CHECK SYMBOL NUMBER. Enter the DSSN.

★   7.   ISSUE DATE OF CHECKS. Enter the inclusive dates during which the checks were issued. For example: June 1-5, 1995 or May 15-31, 1996.

                        8.   DATE TAPE CREATED. Enter the date the tape was created.

                        9.   TAPE REEL NUMBER/DENSITY. Enter the reel number and the BPI (1600 or 6250, as appropriate).

                        10.   SERIAL NUMBERS. Enter the serial number of the first and last checks included in the transmittal.

11.   MONTH AND YEAR FOR WHICH RENDERED.   Enter the issue month and year.

12.   DISBURSING STATION AND LOCATION.   Enter the complete disbursing office address, area code, and commercial telephone number.

13.   TAPE TYPE.   Enter "Level 8".

14.   DISBURSING OFFICER'S SIGNATURE.   Self explanatory.

B.   For Multiple Transmittals on One Tape.   Complete the blocks of the TFS Form 3510 for multiple transmittals (transmittals for more than one disbursing office) on one tape as follows:

1.   TRANSMITTAL NUMBER.   Enter the DSSN-DSSN-First check number of transmittal.   The first transmittal on the tape shall always be for checks issued by the disbursing office preparing and submitting the tape.   The first transmittal on a tape determines to whom the tape is returned and notices of acceptance and/or rejection are provided.

2.   NUMBER OF CHECKS.   Enter "See Attached".

3.   TOTAL ISSUE AMOUNT.   Enter "See Attached".

4.   DISBURSING LOCATION.   Enter "Various".

5.   DO SYMBOL NUMBER.   Enter "Various, See Attached".

6.   CHECK SYMBOL NUMBER.   Leave blank.

7.   ISSUE DATE OF CHECKS.   Enter "Various, See Attached".

8.   DATE TAPE CREATED.   Enter the date the tape was created.

9.   TAPE REEL NUMBER/DENSITY.   Enter the reel number and the BPI (1600 or 6250, as appropriate).

10.   SERIAL NUMBERS.   Enter the serial number of the first check included in the transmittal.   Leave the block for Last Check Number blank.

11.   MONTH AND YEAR FOR WHICH RENDERED.   Enter "See Attached".

12.   DISBURSING STATION AND LOCATION.   Enter the complete address, area code, and commercial telephone number of the disbursing office preparing and submitting the tape.

13.   TAPE TYPE. Enter "Level 8".

14.   DISBURSING OFFICER'S SIGNATURE. Self explanatory.

15.   A listing similar to that shown in figure 9-2 shall be attached to the TFS Form 3510. The listing shall contain the DSSN, Date Created, First Check Number, Last Check Number, Transmittal Amount, Number of Checks, and Month and Year for which Rendered for each transmittal included on the tape. The first transmittal listed shall be the first transmittal on the tape (i.e., the one actually listed on the TFS Form 3510). At the end of the list, the grand total of all transmittals included on the tape and the grand total of the number of items shall be shown.

0904   REPORTING DOCUMENTS REQUIRED

090401.   General. The SF 1179 (Month End Check-Issue Summary) shall be used by disbursing offices for monthly reporting of Level 8 check-issue transmittals. At the end of every month, a consolidated SF 1179 shall be submitted to summarize the check-issues for the month. The total dollar amount of issues submitted by transmittal (each listed individually) shall be summarized on the SF 1179. It shall also show current an prior months' adjustments to check-issue totals as effected by the documents listed in paragraph 090104 of this chapter. The total amount shown on the SF 1179 shall agree with the amount shown in Part A, Column (2), on the reverse of the SF 1219.

090402.   Check-Issue Reporting for Depositary Checking Accounts. Depositary checking account reports shall be prepared and submitted following the procedures in Chapter 14 of this volume.

090403.   Preparation of the SF 1179. The SF 1179 is prepared in an original and 2 copies. DOs shall ensure that all blocks of the SF 1179 are properly completed, including page and location, DO's signature, and the month and year for which rendered. The blocks of the SF 1179, as shown in figure 9-3, shall contain the following information:

A.   DISBURSING OFFICE NAME/ MAILING ADDRESS. Enter the name and complete mailing address of the issuing disbursing office.

★   B.   TELEPHONE NO. COMMERCIAL OR FTS. Enter only the area code and commercial or FTS telephone numbers. Do not enter AUTOVON or DSN numbers.

C.   D.O. NAME. Enter the name and rank or grade of the DO.

D.   D.O. SIGNATURE. The DO shall sign in the space provided.

E.   CHECK SYMBOL NO. Enter the four-digit DSSN.

F.   MONTH AND YEAR FOR WHICH RENDERED. Enter the month and year during which the checks being reported were issued.

G.   D.O. SYMBOL NO. Enter the four-digit DSSN for the first transmittal only. The block may be left blank for any additional transmittals listed on this summary.

H.   CHECK SYMBOL NO. Enter the four-digit DSSN for the first transmittal only. The block may be left blank for any additional transmittals listed on this summary.

I.   BEGINNING CHECK NO. Enter the beginning check serial number for each transmittal.

J.   ENDING CHECK NUMBER. Enter the ending check serial number for each transmittal.

K.   REPORTING METHOD. Enter "TAPE (Level 8)". Enter the method for the first transmittal listed only. Beneath the method, list by each transmittal the inclusive dates for which checks were issued. (For example: Tape (Level 8); 12/1-15/88 or 12/16-31/88).

L.   TOTAL   DOLLAR   AMOUNT   OF   ISSUES   (FOR   EACH TRANSMITTAL). Enter, adjacent to each transmittal, the total of the issue amounts of all checks reported on each transmittal.

M.   SUMMARY: LINE 1. Enter the total dollar amount for all transmittals listed in the above blocks. The total shall agree with the total of checks issued as reported in Column (2), Part A, Section II, on the reverse of the SF 1219.

N.   SUMMARY: LINE 2(a). Enter the net total representing adjustments to current and prior months' issues for which FMS Forms 5206 have been received from the Treasury Department and taken up in the accounts of the DO. The amount on this line shall agree in net with the amount shown in Column 3, Part A, Section II, on the reverse of the SF 1219.

O.   SUMMARY: LINE 2(b). Enter the net total representing adjustments to current and prior months' issues made by the disbursing office and recorded on OFs 1017-G. Copy 2 of the OF 1017-G should be attached to the SF 1179 in support of the amount entered. The amount on this line shall agree in net with the amount shown in Column 4, Part A, Section II, on the reverse of the SF 1219.

P.   SUMMARY: LINE 3. This line represents the net total of lines 1, 2(a), and 2(b). The net total shall agree with the amount shown in Column 5, Part A, Section II, on the reverse of the SF 1219 and shall agree with the amount reported on line 2.1, Part A, Section I on the front of the SF 1219.

★   090404.   <u>Distribution of SF 1179</u>. Except as provided in this paragraph, DOs are required to submit the ORIGINAL of the SF 1179 on or before the 10th of the month following the close of the check-issue month, with copies of supporting documents (FMS Forms 5206 and OFs 1017-G) to: Financial Analysis Branch, Financial Management Service, Department of the Treasury, Room 600E, 3700 East-West Highway, Hyattsville, MD 20782. The second copy shall be forwarded with the financial reports to the servicing DFAS Center. The third copy shall be retained in the disbursing office files. Navy and Marine Corps DOs submitting check-issue reports to a DFAS OPLOC or another disbursing office for conversion to magnetic tape shall submit the ORIGINAL of the SF 1179 with the detail of checks issued to the DFAS OPLOC or disbursing office.   The office converting the check-issue data to magnetic tape shall be responsible for submitting a properly prepared SF 1179 to FMS. The second copy shall be submitted with the monthly financial reports. The third copy shall be retained in the disbursing office files.

★   090405.   <u>Spoiled Checks</u>.   Do <u>not</u> forward spoiled checks to the Treasury Department. Spoiled checks are retained at the disbursing office. When a check is spoiled, no reference will be made on the record of checks issued that a recertified check has been issued.

★   090406.   <u>Voided Checks</u>. Voided checks shall be reported on magnetic tape as zero amount issues. Serial numbers are recorded in the proper sequence with those of other checks issued in the same check range.   Voided checks shall not be forwarded to the Treasury Department. Voided checks shall be disposed of as prescribed in Chapter 8 of this volume.

★   090407.   <u>Advice of Check-Issue Discrepancies</u>. When the issue amount reported by a disbursing office differs from the amount printed on the check, the Treasury Department will report the discrepancy on an FMS Form 5206. The three computer-generated copies of the form provide the disbursing office with a full description of the error. If the payee has not been overpaid or under-paid, but incorrect check-issue information has been reported to the Treasury Department, the FMS Form 5206 shall still be processed as prescribed in Chapter 7 of this volume.

★   090408.   <u>Audit of Treasury Department Checking Accounts</u>. The audit and reconciliation of checks for symbol number checking accounts is accomplished by the Treasury Department. The Treasury Department uses an electronic payment and reconciliation system under which controls are maintained over the amounts of issues and payments for each individual check serial number of each DSSN. Each paid check is reconciled with the amount of issue as reported by the DO on the check-issue report (weekly and end-of-month TFS Forms 3510 and monthly SF 1179).   The Treasury Department will not furnish reconciliation statements or outstanding check lists. However, each DO will be advised by the Treasury Department as to each check-issue discrepancy of $1.01 or more detected during the check reconciliation process. The Treasury Department will adjust check-issue discrepancies of $1 or less, without notification to the DO. In addition, the Treasury Department will advise each DO of all checks paid for which a report of check-issue has not been received or accepted.

SAMPLE TAPE/TRANSMITTAL STRUCTURE		
Tape Reel	Transmittal	Data Records
1	1	Transmittal Header
		Standard Issue Records
		.
		.
		.
	.	Transmittal Trailer
	.	Transmittal 1 Totals
1	N	Transmittal Header
		Standard Issue Records
		.
		.
		.
		Tape Mark

Table 9-1. Sample Tape/Transmittal Structure

SAMPLE TAPE/TRANSMITTAL STRUCTURE (Continued)		
Tape Reel	Transmittal	Data Records
2	N (Continued)	Standard Issue Records
		.
		.
		.
	.	Transmittal Trailer
	.	Transmittal N Totals
	.	
2	Z	Transmittal Header
		Standard Issue Records
	.	
		.
	.	
		Transmittal Trailer
		Transmittal Z Totals
		Tape Mark
		Tape Mark

Table 9-1. Sample Tape/Transmittal Structure (Continued)

STANDARD ISSUE TRANSMITTAL HEADER RECORD		
Data Element	Length	Format
1. Record ID	1	X(1)
2. Transmittal Type	2	X(2)
3. Transmittal Creation Date	5	9(5)
4. DO Symbol	4	9(4)
5. Check Symbol	4	9(4)
6. First Serial Number	8	9(8)
7. Accounting Month & Year	4	9(4)
8. Batch Number	3	X(3) - Optional
9. Filler	34	X(34)
	65	

1) Identifies header record. Constant value = H.
2) Identifies transmittal reporting method. Constant value = IR.
3) Julian date (YYDDD format).
4) Zero-fill left. If DO symbol = check symbol, repeat the symbol.
5) Zero-fill left. If DO symbol = check symbol, repeat the symbol.
6) Zero-fill left. Serial number of the first issue item in the transmittal.
7) MMYY format, where YY is the last two digits of year. This is the accounting month under which the check issues in the transmittal will be reported on the SF 1219 (Statement of Accountability).
8) Ascending sequential number beginning with Batch 001 for the first transmittal in each accounting month. Field should be blank when not used.
9) Spaces.

Table 9-2. Standard Issue Transmittal Header Record

STANDARD ISSUE RECORD		
Data Element	Length	Format
1. Check Serial Number	8	9(8)
2. Issue Amount	11	9(9)V99
3. Issue Date	5	9(5)
4. Payee ID Number	16	X(16) OPTIONAL
5. Agency Location Code*	8	9(8)
6. Account Symbol	16	X(16)
7. Payment Type	1	X(1)
	65	

* Data Element 5, Agency Location Code is required only for those agencies (VA, SSA, SSI, and RRB) that are participating in administrative cancellation. If not used, zero fill.

1. Check serial number (check symbol) zero-fill left.
2. Zero-fill left (no decimal points or commas).
3. Julian format (YYDDD). This is the date on the check.
4. Payee ID number should be blank when not used.
5. Agency location code (ALC) is defined as the 3-, 4-, or 8-digit accounting station symbol designation. For non-Treasury disbursing stations, it is also the DO symbol (4 digits). ALC must be a valid, authorized symbol. Zero-fill left.
6. Account symbol is defined as the appropriation account assigned by Treasury that has been charged with this check issue payment. The account symbol should be blank when not used. Left justify account symbols less than 16 characters.
7. Payment type indicates to the agency the category of the issues, for example, Payroll Payments, Benefit Payments, Vendor Payments, Grant Payments, and Miscellaneous Payments. It should be blank when not used.

Note: Voided issues are reported as follows:
  . Check serial number, issue amount, and issue date are required.
  . Issue amount is zero.
  . Issue date is the date the check is voided.
  . Payee ID number, account symbol, and payment type should be blank.
  . Agency location code should be zero-filled.

Table 9-3. Standard Issue Record

STANDARD ISSUE TRANSMITTAL TRAILER RECORD		
Data Element	Length	Format
1. Record ID	1	X(1)
2. Transmittal Amount	13	9(11)V99
3. Transmittal Item Count	7	9(7)
4. Filler	<u>44</u>	X(44)
	65	

1) Identifies trailer record. Constant value = T.
2) Zero-fill left.
3) Zero-fill left.
4) Spaces.

Table 9-4. Standard Issue Transmittal Trailer Record

MAGNETIC TAPE CONTROL RECORD

TO BE COMPLETED BY THE DISBURSING OFFICE

TRANSMITTAL NUMBER 5040-5040-03674295	NUMBER OF CHECKS (item count) 2003	TOTAL ISSUE AMOUNT $63,789,457.00
DISBURSING LOCATION (CITY) Pensacola, FL	DO SYMBOL NUMBER 5040	CHECK SYMBOL NUMBER 5040
ISSUE DATE OF CHECKS (mo, days, and year) June 1 - 5, 19XX	DATE TAPE CREATED June 8, 19XX	TAPE REEL NUMBER/DENSITY 672/6250

SERIAL NUMBERS		MONTH AND YEAR FOR WHICH RENDERED
FIRST CHECK ON TAPE 03674295	LAST CHECK ON TAPE 03676297	 June 19XX

DISBURSING STATION AND LOCATION DFAS Operating Location Pensacola, FL 32508-5210	TAPE TYPE Level 8	DISBURSING OFFICER'S SIGNATURE

FOR FINANCIAL MANAGEMENT SERVICE USE

FMS CONTROL NUMBER	TAPE TYPE

TFS ^{FORM} **3510**

6-86   EDITION OF 5-86 MAY BE USED

DEPARTMENT OF THE TREASURY - FISCAL SERVICE

FINANCIAL MANAGEMENT SERVICE

Figure 9-1. Sample TFS Form 3510 (Magnetic Tape Control Record) (Single Transmittal)

MAGNETIC TAPE CONTROL RECORD

TO BE COMPLETED BY THE DISBURSING OFFICE

TRANSMITTAL NUMBER	NUMBER OF CHECKS (item count)	TOTAL ISSUE AMOUNT
5090-5090-01193100	See Attached	See Attached

DISBURSING LOCATION (CITY)	DO SYMBOL NUMBER	CHECK SYMBOL NUMBER
Various	Various See Attached	

ISSUE DATE OF CHECKS (mo, days, and year)	DATE TAPE CREATED	TAPE REEL NUMBER/DENSITY
Various See Attached	December 14, 19XX	10156/1600

SERIAL NUMBERS		MONTH AND YEAR FOR WHICH RENDERED
FIRST CHECK ON TAPE	LAST CHECK ON TAPE	
01193100		See Attached

DISBURSING STATION AND LOCATION	TAPE TYPE	DISBURSING OFFICER'S SIGNATURE
DFAS Operating Location Charleston, SC 29408-1963	Level 8	(703) 697-8777

FOR FINANCIAL MANAGEMENT SERVICE USE

FMS CONTROL NUMBER	TAPE TYPE

TFS **FORM** **3510**
6-86   EDITION OF 5-86 MAY BE USED

DEPARTMENT OF THE TREASURY - FISCAL SERVICE

FINANCIAL MANAGEMENT SERVICE

**Figure 9-2. Sample TFS Form 3510 (Magnetic Tape Control Record)
(Multiple DSSNs and Transmittals)**

Page _1_ of _1_				MAGNETIC TAPE CONTROL RECORD		
DSSN	DATE CREATED	FIRST CHECK NUMBER	ENDING CHECK NUMBER	TRANSMITTAL AMOUNT	NUMBER OF CHECKS	ACCT YEAR MONTH
5090	XX347	01193100	01193144	37843.38	45	12XX
5090	XX347	01200888	01200897	313800.00	10	12XX
5090	XX347	01273656	01276011	650964.00	2356	12XX
5714	XX347	01293266	01295716	817935.01	2451	12XX
5714	XX347	01337695	01342347	1622880.00	4653	12XX
6065	XX347	00145000	00145033	299779.45	34	12XX
6065	XX347	70001100	70001274	0.00	175	12XX
6917	XX347	01600866	01600881	174430.00	16	12XX
6969	XX347	00991000	00993320	903865.00	2321	12XX
6991	XX347	70832686	70837228	1443888.00	4543	12XX
7004	XX347	00101718	00101719	445.00	2	12XX
7696	XX347	00284399	00285699	394066.00	1301	12XX
7824	XX347	01215912	01218574	757827.04	2663	12XX
7972	XX347	00117005	00117375	104567.00	371	12XX
8363	XX347	40325162	40325619	20825623.44	458	12XX
	TOTAL			28,347,913.32	21,399	

Figure 9-2. Sample Transmittal Listing (Continued)

STANDARD FORM NO. 1179 (Rev. 5/87)
DEPARTMENT OF THE TREASURY
FINACIAL MANAGEMENT SERVICE
1TFM 2-3900

NSN 7540-00-663-1396
1179-105

PAGE ___1___ OF ___1___

MONTH END CHECK ISSUE SUMMARY

☐
CHECK BOX IF ADDRESS OR
TELEPHONE NUMBER HAS CHANGED

DISBURSING OFFICE NAME/MAILING ADDRESS	D.O. NAME (TYPE)	CHECK SYMBOL
Disbursing Office Camp Pendleton, CA 92055	Capt. John Kemp, USAF	1010
	D.O. SIGNATURE	MONTH AND YEAR FOR WHICH RENDERED December 19XX
TELEPHONE NO. COMMERCIAL OR FTS __(301) 436-7471__		

D.O. SYMBOL NO.	CHECK SYMBOL NO.	BEGINNING CHECK NO.	ENDING CHECK NO.	REPORTING METHOD	TOTAL DOLLAR AMOUNT OF ISSUES (FOR EACH TRANSMITTAL)
1010	1010	12096000	12096105	Tape (LVL8) 12/1-15/89	100,000.00
		12096106	12096189	12/16-31/89	200,000.00
		35021000	35031020	12/1/15-89	350,999.99
		35031021	35131581	12/16-31/89	500,000.00

SUMMARY: (Complete on last page only)

1. Enter on this line the total dollar amount of checks issued this month as shown in this report. Individual check issue report submissions for the month must be shown above or on an attached list. *(Total must agree with the total dollar amount of checks issued as reported in column 2 of the reverse of Standard Form 1219.)* . . . . $ 1,150,999.99

2. Net Dollar Adjustments to Prior Months:

    (a) Enter on this line the net dollar adjustments to prior months for which completed copies of Advices of Check Issue Discrepancy, Forms 5206, are attached . . . .

    (b) Enter on this line the net dollar adjustments to prior months for which completed copies of Optional Forms 1017-G *(or comparable forms)*, are attached 1,500.00

3.   **NET TOTAL** . . . . $ 1,152,499.99

Figure 9-3. Sample SF 1179 (Month End Check Issue Summary)